



FastLane Help System

Withdraw a Proposal

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Withdraw a Proposal

Withdraw a Proposal Introduction

If NSF has not made a funding decision on a proposal, you may withdraw it through FastLane.

If NSF has made a funding decision on a proposal and you then try to withdraw it, a screen displays with a warning that this action is not allowed. You must then contact your NSF Program Officer for assistance to withdraw the proposal.

When you withdraw a proposal, you must select the type of withdrawal:

- Withdrawal of a duplicate proposal, in which case also give the Proposal Number of the proposal you want NSF to retain
- Withdrawal because of funding received from elsewhere
- Other type

NSF also requests that you provide a detailed reason for the Proposal Withdrawal.

If you are withdrawing the lead or non-lead proposal from a collaborative proposal, NSF does the following:

- Withdraws the entire collaborative proposal
- Notifies the PI and SPO of the organizations for the other proposals that:
 - The collaborative proposal has been withdrawn.
 - They must submit a new collaborative proposal for NSF to consider the project.

For withdrawing a proposal, the PI can:

- Initiate a Proposal Withdrawal
- Forward a Proposal Withdrawal to the SPO

The SPO can:

- Initiate a Proposal Withdrawal
- Submit a Proposal Withdrawal
- Submit a Proposal Withdrawal forwarded by a PI

pd_withdraw_proposal

PI Functions

Withdraw a Proposal as PI Introduction

As a PI, you have these options for withdrawing a proposal:

- Initiate a Proposal Withdrawal
- Forward a Proposal Withdrawal to the SPO
- Save a Proposal Withdrawal
- Delete a saved Proposal Withdrawal

Withdraw a Proposal as PI Introduction

As a PI, you have these options for withdrawing a proposal:

- Initiate a Proposal Withdrawal
- Forward a Proposal Withdrawal to the SPO
- Save a Proposal Withdrawal
- Delete a saved Proposal Withdrawal

Initiate a Proposal Withdrawal

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 1). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf042/bicexamples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf042/bicexamples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Figure 3 Principal Investigator (PI) Information screen. The View Submitted button is circled.

- Click the **View Submitted** button (Figure 3). The **Submitted Proposals** screen displays (Figure 4).

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137 - alan alphaman		- edi_4010_test_proposal	-
X000300 - 0201603 - alan alphaman		-	-
X000003 - 0073349 - alan alphaman		- edi_4010_test_proposal	-
6337128 - 0420007 - alan alphaman		- richs sbir supplemental funding request_	-
6337106 - 0420001 - alan alphaman		- test	-
6337083 - 0413559 - alan alphaman		- test test test 4	-
6337082 - 0413560 - alan alphaman		- test test test 3	-
6337081 - 0413558 - alan alphaman		- test test test 2	-
6337080 - 0413557 - alan alphaman		- test test test 1	-
6337075 - 0413556 - alan alphaman		- test proposal for aftab	-
6337056 - 0413545 - alan alphaman		- non-lead proposal 2c	-
6337054 - 0413544 - alan alphaman		- non-lead proposal 2b	-

Figure 4 Submitted Proposals screen. The Withdraw button is circled.

- Highlight the proposal that you want to withdraw from the **Submitted Proposals** list (Figure 4).
- Click the **Withdraw** button (Figure 4). The **Proposal Withdrawal** screen displays (Figure 5).

Proposal Withdrawal

Proposal Information GPG

Proposal Number to be Withdrawn: 0073349
 Title: EDI_4010_TEST_PROPOSAL

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
 You must enter the proposal number that you wish NSF to retain:


☐ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.
Rationale for Withdrawal

Figure 5 Proposal Withdrawal screen. The Forward to SPO button is circled.

7. Select the **Withdrawal Type** by clicking the radio button for one of the following (Figure 5):
 - **Withdraw Duplicate Proposal**
 Also type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
8. In the **Rationale for Withdrawal** text box (Figure 5), type or copy and paste a detailed reason or reasons for withdrawing the proposal.
9. Click the **Forward to SPO** button to send the Proposal Withdrawal to the SPO (see [Forward a Proposal Withdrawal to the SPO](#) for further instructions). Or, *if you do not want to forward the Withdrawal Request immediately to the SPO*, you can save the Proposal Withdrawal (see [Save a Proposal Withdrawal, Step 4](#)).

*If you select a non-lead or lead proposal of a collaborative proposal to withdraw, when you click the **Withdraw** button on the **Submitted Proposals** screen (Figure 4), a screen displays (Figure 6) with a message for you to confirm that you want to continue to withdraw the proposal.*



Proposal Withdrawal

Proposal Information **GPC**

Proposal Number to be Withdrawn: **0413543**
Title: **Non-Lead Proposal 2a**

Warning: The proposal that you are attempting to withdraw is part of a collaborative proposal. Withdrawing this proposal automatically withdraw all other proposals that belong to the collaborative. Do you wish to continue with the Withdrawal?

Figure 6 Warning screen for withdrawal of collaborative proposals.

1. Click the **Yes** button (Figure 6). The **Proposal Withdrawal** screen displays (Figure 5).
2. Go to Step 7 above to complete the Proposal Withdrawal.

Forward a Proposal Withdrawal to the SPO

1. Access the **Proposal Withdrawal** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 8).




Figure 1 Proposal Withdrawal screen. The Forward to SPO button is circled.

2. Click the **Forward to SPO** button (Figure 1) to send the Proposal Withdrawal to your SPO for submission to NSF. The **Your Notification Was Forwarded** screen displays (Figure 2) with the message that the Proposal Withdrawal is forwarded to your SPO.

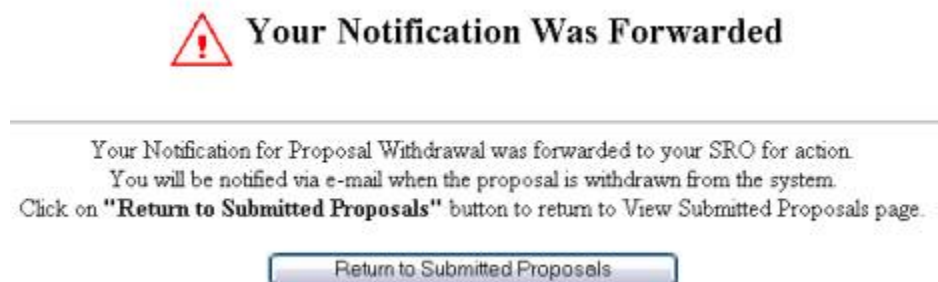


Figure 2 Your Notification Was Forwarded screen with the message that the Proposal Withdrawal was forwarded to the SPO.

3. Click the **Return to Submitted Proposals** button (Figure 2). The **Submitted Proposals** screen displays (Figure 3).


Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000209 - 0342137	- alan alphaman	- ed_4010_test_proposal	-
X000300 - 0201603	- alan alphaman	-	-
X000003 - 0073349	- alan alphaman	- ed_4010_test_proposal	-
6337172 - 0420014	- alan alphaman	- shailesh testing	- Withdrawn
6337143 - 0420008	- alan alphaman	- kerun's test	- Withdrawn
6337128 - 0420007	- alan alphaman	- richs sbir supplemental funding request	- Withdrawn
6337106 - 0420001	- alan alphaman	- test	-
6337083 - 0413559	- alan alphaman	- test test test 4	-
6337082 - 0413560	- alan alphaman	- test test test 3	- Withdrawn
6337081 - 0413558	- alan alphaman	- test test test 2	-
6337080 - 0413557	- alan alphaman	- test test test 1	-
6337075 - 0413556	- alan alphaman	- test proposal for atlab	-

Figure 3 Submitted Proposals screen.

If you selected a non-lead or lead proposal of a collaborative proposal to withdraw, when you click the **Forward to SPO** button, the **Your Notification Was Forwarded** screen displays (Figure 4) with the message that NSF will notify the SPO and PI of the participating organizations that the collaborative proposal is withdrawn. Click the **Return to Submitted Proposals** button (Figure 4). The **Submitted Proposals** screen displays (Figure 3).


Your Notification Was Forwarded

Your Notification for Proposal Withdrawal was forwarded to your SRO for action.
 After submission of the Proposal Withdrawal to NSF by the SRO, NSF will send notification of this withdrawal to the SRO of the other collaborative organization(s). If the remaining organizations in the collaborative determine that the project still proceed, they must submit a new collaborative proposal.
 You will be notified via e-mail when the proposal is withdrawn from the system.
 Click on "**Return to Submitted Proposals**" button to return to View Submitted Proposals page.

Figure 4 Your Notification Was Forwarded screen with the message that the collaborating organizations will be notified that the collaborative proposal was withdrawn.

Save a Proposal Withdrawal

1. Access the **Proposal Withdrawal** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 8).

Figure 1 Proposal Withdrawal screen. The Save button is circled.

2. Select the **Withdrawal Type** by clicking on the radio button for one of the following (Figure 1):
 - **Withdraw Duplicate Proposal**
Type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
3. In the **Rationale for Withdrawal** text box (Figure 1), type in or copy and paste a detailed reason or reasons for withdrawing the proposal.
4. Click the **Save** button (Figure 1). The **Your Notification Was Saved Successfully** screen displays (Figure 2) with the message that the Proposal Withdrawal was saved.

Figure 2 Your Notification Was Saved Successfully screen with the message that the Proposal Withdrawal was saved.

- Click the **Return to Submitted Proposals** button (Figure 2). The **Submitted Proposals** screen displays (Figure 3) with the proposal in the **Submitted Proposals** list.

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137 - alan alphaman		- edi_4010_test_proposal	-
X000300 - 0201603 - alan alphaman		-	-
X000003 - 0073349 - alan alphaman		- edi_4010_test_proposal	-
6337128 - 0420007 - alan alphaman		- richs sbir supplemental funding request -	-
6337106 - 0420001 - alan alphaman		- test	-
6337083 - 0413559 - alan alphaman		- test test test 4	-
6337082 - 0413560 - alan alphaman		- test test test 3	-
6337081 - 0413558 - alan alphaman		- test test test 2	-
6337080 - 0413557 - alan alphaman		- test test test 1	-
6337075 - 0413556 - alan alphaman		- test proposal for etfab	-
6337056 - 0413545 - alan alphaman		- non-lead proposal 2c	-
6337054 - 0413544 - alan alphaman		- non-lead proposal 2b	-

Figure 3 Submitted Proposals screen. The Withdraw button is circled.

- To work on the saved Proposal Withdrawal again, on the **Submitted Proposals** screen (Figure 3), highlight the proposal in the **Submitted Proposals** list
- Click the **Withdraw** button (Figure 3). The **Proposal Withdrawal** screen displays (Figure 1) with the saved Proposal Withdrawal.

Delete a Saved Proposal Withdrawal

1. Access the **Submitted Proposals** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 4).

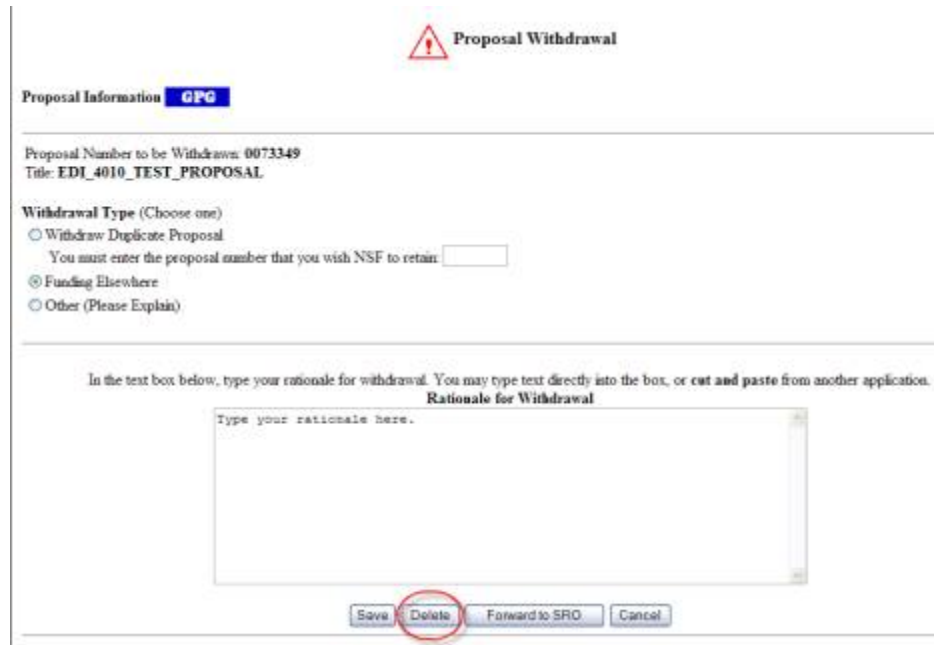
Submitted Proposals


(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137 - alan alphaman		- edi_4010_test_proposal	-
X000300 - 0201603 - alan alphaman		-	-
X000003 - 0073349 - alan alphaman		- edi_4010_test_proposal	-
6337128 - 0420007 - alan alphaman		- richs sbir supplemental funding request -	-
6337106 - 0420001 - alan alphaman		- test	-
6337083 - 0413559 - alan alphaman		- test test test 4	-
6337082 - 0413560 - alan alphaman		- test test test 3	-
6337081 - 0413558 - alan alphaman		- test test test 2	-
6337080 - 0413557 - alan alphaman		- test test test 1	-
6337075 - 0413556 - alan alphaman		- test proposal for aifab	-
6337056 - 0413545 - alan alphaman		- non-lead proposal 2c	-
6337054 - 0413544 - alan alphaman		- non-lead proposal 2b	-

Figure 1 Submitted Proposals screen. The Withdraw button is circled.

2. Highlight the proposal from the **Submitted Proposals** list that you saved a Proposal Withdrawal for (Figure 1).
3. Click the **Withdraw** button (Figure 1). The **Proposal Withdrawal** screen displays (Figure 2) with the saved Proposal Withdrawal.



 **Proposal Withdrawal**

Proposal Information GPG

Proposal Number to be Withdrawn: 0073349
Title: EDI_4010_TEST_PROPOSAL

Withdrawal Type (Choose one)

☐ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☒ Funding Elsewhere

☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or **cut and paste** from another application.

Rationale for Withdrawal

Type your rationale here.

Figure 2 Proposal Withdrawal screen. The Delete button is circled.

4. Click the **Delete** button (Figure 2). The **Your Notification Was Deleted** screen displays (Figure 3) with the message that the Proposal Withdrawal was deleted.



 **Your Notification Was Deleted**

Your notification was removed from FastLane.
Click on **"Return to Submitted Proposals"** button to return to View Submitted Proposals page.

Figure 3 Your Notification Was Deleted screen.

5. Click the **Return to Submitted Proposals** button (Figure 3). The **Submitted Proposals** screen displays (Figure 1). You still have the option of initiating a new Proposal Withdrawal.

pd_withdraw_proposal

SPO Functions

Withdraw a Proposal as SPO Introduction

As an SPO, you have these options for withdrawing a proposal:

- Initiate a Proposal Withdrawal
- Save a Proposal Withdrawal
- Submit a Proposal Withdrawal
- Delete a saved Proposal Withdrawal
- Submit a Proposal Withdrawal forwarded by a PI

Initiate a Proposal Withdrawal as an SPO

1. On the **FastLane Home Page** screen, log in as an SPO to Research Administration (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/ File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

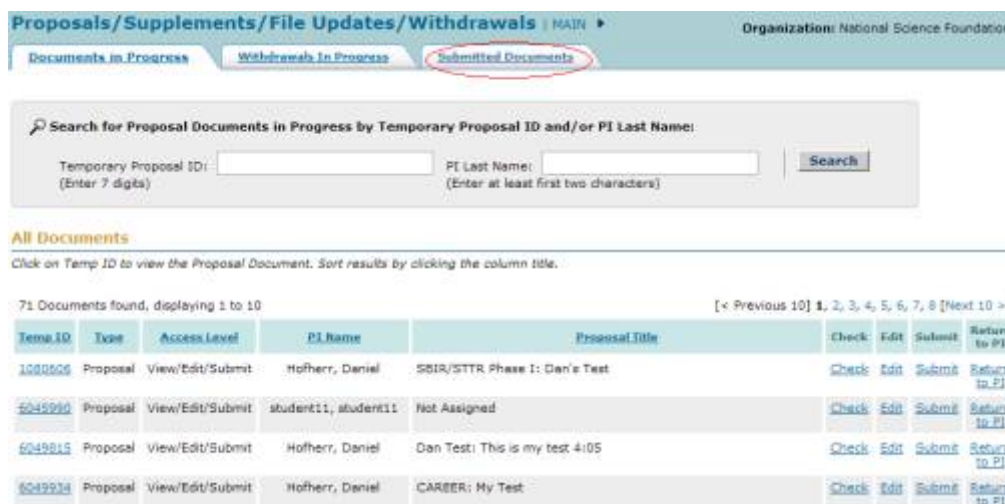


Figure 2 Proposals/Withdrawals/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.

pd_withdraw_proposal

- Click the **Submitted Documents** tab (Figure 2). The **Proposals/Withdrawals/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3) with a list of submitted proposals.

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress Submitted Documents

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy)
(Enter 7 digits) From: To:

PI Last Name:
(Enter at least first two characters)

Search

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

47 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
6216039	0420115	Proposal	Geary, Karen	this title put in by me prior to switch over to nslf 01-150	09/16/2004	Withdraw
6060366	0420114	Proposal	Johnson, Clarissa	CJ's Class Proposal	09/15/2004	Withdrawn
1063810	0420113	Proposal	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	09/03/2004	Withdrawn
6039697	0420107	Proposal	student8, student8	TE's Class Proposal	08/31/2004	Withdraw
7200419	0420108	Proposal	Alphaman, Alan	Funds for Children of the Corn	08/31/2004	Withdraw

Figure 3 Proposals/Withdrawals/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

- Click **Withdraw** (Figure 3) on the row for the proposal you want to withdraw. The **Proposal Withdrawal** screen displays (Figure 4).

Proposal Withdrawal

Proposal Information **GPO**

Proposal Number to be Withdrawn: 0420107
Title: TE's Class Proposal

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

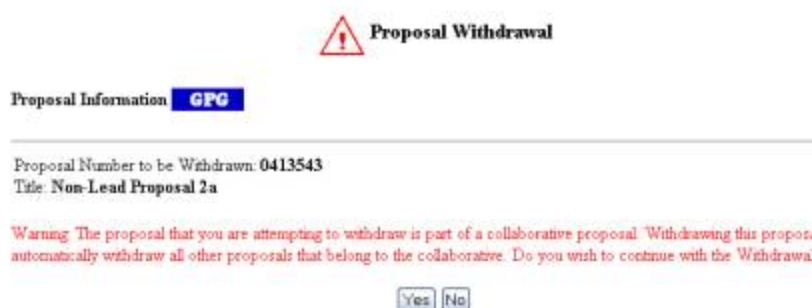
Rationale for Withdrawal

Save Submit Cancel

Figure 4 Proposal Withdrawal screen.

5. Select the **Withdrawal Type** by clicking the radio button (Figure 4) for one of the following:
 - **Withdraw Duplicate Proposal**
Type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
6. In the **Rationale for Withdrawal** text box (Figure 4), type or copy and paste a detailed reason or reasons for withdrawing the proposal.
7. To submit the Proposal Withdrawal to NSF, see Submit a Proposal Withdrawal to NSF, Step 3. Or, *if you do not want to submit the Withdrawal request immediately to NSF*, you can save the Proposal Withdrawal (Save a Proposal Withdrawal, Step 4).

If you select a non-lead or lead proposal of a collaborative proposal to withdraw, a screen displays (Figure 5) with a message for you to confirm that you want to continue to withdraw the collaborative proposal.



Proposal Withdrawal

Proposal Information **GFC**

Proposal Number to be Withdrawn: **0413543**
 Title: **Non-Lead Proposal 2a**

Warning: The proposal that you are attempting to withdraw is part of a collaborative proposal. Withdrawing this proposal automatically withdraw all other proposals that belong to the collaborative. Do you wish to continue with the Withdrawal?

Figure 5 Warning screen for withdrawal of collaborative proposals.

1. Click the **Yes** button (Figure 5). The **Proposal Withdrawal** screen displays (Figure 4).
2. Go to Step 6 above and proceed to complete the Proposal Withdrawal.

Save a Proposal Withdrawal as an SPO

1. Access the **Proposal Withdrawal** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 4).

Proposal Withdrawal

Proposal Information **GPO**

Proposal Number to be Withdrawn: 0420107
 Title: TE's Class Proposal

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
 You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

Figure 1 Proposal Withdrawal screen. The Save button is circled.

2. Select the **Withdrawal Type** by clicking on the radio button for either one of the following (Figure 1):
 - **Withdraw Duplicate Proposal**
 Type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
3. In the **Rationale for Withdrawal** text box in the lower portion of the **Proposal Withdrawal** screen (Figure 1), type or copy and paste a detailed reason or reasons for withdrawing the proposal.
4. Click the **Save** button (Figure 1). The **Your Notification Was Saved Successfully** screen displays (Figure 2) with the message that the request was saved.



Figure 2 Your Notification Was Saved Successfully screen.

- Click the **Return to SPO Submission** button (Figure 2). The **Proposals/Supplements/File Updates/ Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy) From: To: Search

PI Last Name:

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

47 Documents found, displaying 1 to 10 [< Previous 10 | 1, 2, 3, 4, 5 | Next 10 >]

Item ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
6216039	0420115	Proposal	Gaery, Karen	this title put in by me prior to switch over to nef 01-150	09/16/2004	Withdraw
9060564	0420114	Proposal	Johnson, Clarence	CE's Class Proposal	09/15/2004	Withdrawn
1083610	0420113	Proposal	Fantroy, Jonetta	SBIR/STTR Phase 1 Administrative and Records Management System	09/03/2004	Withdrawn
9038697	0420107	Proposal	student8, student8	TE's Class Proposal	08/31/2004	Withdraw
7709419	0420108	Proposal	Alphaman, Alan	Funds for Children of the Corn	08/31/2004	Withdraw

Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

- To work on the saved Proposal Withdrawal again, on the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 3), click the **Withdraw** icon on the row of the proposal. The **Proposal Withdrawal** screen displays (Figure 1) with the saved Proposal Withdrawal.

Submit a Proposal Withdrawal

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 3).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy) From: To: Search

PI Last Name: (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

47 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
6216019	0420115	Proposal	Geary, Karen	this title put in by me prior to switch over to nsf 01-150	09/16/2004	Withdraw
6060564	0420114	Proposal	Johnson, Clarissa	CJ's Class Proposal	09/15/2004	Withdrawn
1061810	0420113	Proposal	Fantroy, Jonetta	S8IR/STTR Phase I Administrative and Records Management System	09/03/2004	Withdrawn
6026937	0420107	Proposal	students, students	TE's Class Proposal	08/31/2004	Withdraw
7200419	0420108	Proposal	Alphaman, Alan	Funds for Children of the Corn	08/31/2004	Withdraw

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

2. Click **Withdraw** on the row for the proposal you saved a Proposal Withdrawal for (Figure 1). The **Proposal Withdrawal** screen displays (Figure 2) with the Proposal Withdrawal.



Proposal Withdrawal

Proposal Information **GPG**

Proposal Number to be Withdrawn: 0420107
 Title: TE's Class Proposal

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
 You must enter the proposal number that you wish NSF to retain:

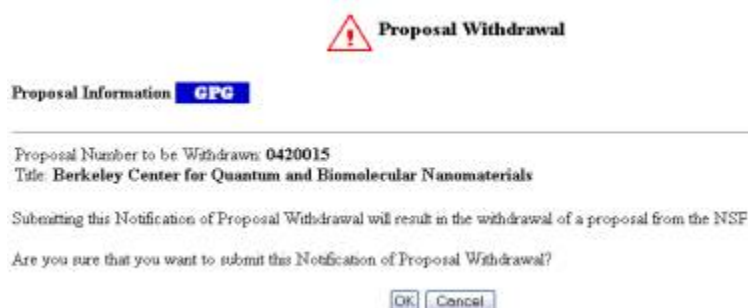
☐ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

Figure 2 Proposal Withdrawal screen. The Submit button is circled.

3. Click the **Submit** button (Figure 2) to submit the Proposal Withdrawal to NSF. A screen displays (Figure 3) with a message for you to confirm that you want to submit the Proposal Withdrawal to NSF.



Proposal Withdrawal

Proposal Information **GPG**

Proposal Number to be Withdrawn: 0420015
 Title: Berkeley Center for Quantum and Biomolecular Nanomaterials

Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.

Are you sure that you want to submit this Notification of Proposal Withdrawal?

Figure 3 Screen with message for you to confirm that you want to submit the Proposal Withdrawal to NSF.

4. Click the **OK** button (Figure 3). The **Proposal Withdrawal Successful** screen displays (Figure 4) with the message that the Proposal Withdrawal has been submitted to NSF.



Figure 4 Proposal Withdrawal Successful screen.

5. Click the **Return to SPO Submission** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

*If you selected a non-lead or lead proposal of a collaborative proposal to withdraw, when you click the **Submit** button (Figure 2), a screen displays (Figure 5) with a message for you to confirm that you want to submit the Proposal Withdrawal for a collaborative proposal.*



Figure 5 Screen with message for you to confirm that you want to withdraw a proposal that is part of a collaborative proposal.

1. Click the **OK** button (Figure 5). The **Proposal Withdrawal Successful** screen displays with the message that the Proposal Withdrawal has been submitted to NSF.
2. Click the **Return to SPO Submission** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

Delete a Saved Proposal Withdrawal as an SPO

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 3).

Proposals/Supplements/File Updates/Withdrawals | MASH | Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy) From: To: Search

PI Last Name: (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

47 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
5216239	0420115	Proposal	Geary, Karen	this title put in by me prior to switch over to nsf 01-150	09/16/2004	Withdraw
6060564	0420114	Proposal	Johnson, Clarissa	CT's Class Proposal	09/15/2004	Withdrawn
1082810	0420113	Proposal	Fantroy, Jonette	SBIR/STTR Phase I Administrative and Records Management System	09/03/2004	Withdrawn
6010697	0420107	Proposal	student8, student8	TE's Class Proposal	08/31/2004	Withdraw
7200419	0420106	Proposal	Alphaman, Alan	Funds for Children of the Com	08/31/2004	Withdraw

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw button is circled.

2. Click **Withdraw** on the row of the proposal that you saved a Proposal Withdrawal for (Figure 1). The **Proposal Withdrawal** screen displays (Figure 2) with the Proposal Withdrawal.

Proposal Withdrawal

Proposal Information GPG

Proposal Number to be Withdrawn: 0420107
 Title: TE's Class Proposal

Withdrawal Type (Choose one)

☐ Withdraw Duplicate Proposal
 You must enter the proposal number that you wish NSF to retain:

☒ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

Type your rationale for withdrawal here.

Figure 2 Proposal Withdrawal screen. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The **Your Notification Was Deleted** screen displays (Figure 3) with the message that the Proposal Withdrawal was removed from FastLane.

! Your Notification Was Deleted

Your notification was removed from FastLane.
 Click on "Return to SPO Submission" button to return to the SPO Submission screen.

Return to SPO Submission

Figure 3 Your Notification Was Deleted screen.

4. Click the **Return to SPO Submission** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1). You still have the option of initiating a new Proposal Withdrawal.

Submit a Proposal Withdrawal Forwarded by a PI

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress **Withdrawals in Progress** Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

71 Documents found, displaying 1 to 10 [[Previous](#)] 1, 2, 3, 4, 5, 6, 7, 8 [[Next](#)]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
1005505	Proposal	View/Edit/Submit	Hofherr, Daniel	SBIR/STTR Phase I: Dan's Test	Check	Edit	Submit	Return to PI
6043990	Proposal	View/Edit/Submit	student11, student11	Not Assigned	Check	Edit	Submit	Return to PI
6049815	Proposal	View/Edit/Submit	Hofherr, Daniel	Dan Test: This is my test 4:05	Check	Edit	Submit	Return to PI
6049924	Proposal	View/Edit/Submit	Hofherr, Daniel	CAREER: My Test	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Withdrawals in Progress tab is circled.

2. Click the **Withdrawals in Progress** tab (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Withdrawals in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress **Withdrawals in Progress** Submitted Documents

Search for Withdrawals in Progress by any of the following:

Proposal ID: (Enter 7 digits) Last Modified Date Range(mm/dd/yyyy) From: To:

PI Last Name: (Enter at least first two characters)

Withdrawals in Progress Results

The Withdrawals in Progress Results will default to your organization's submitted proposal withdrawals that have either been forwarded by PI or prepared by SPO within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

1 Document found.

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Last Modified Date	Edit
6310072	0407679	Proposal	Alphaman, Alan	Network Infrastructure (NU Test)	08/03/2004	Edit

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Withdrawals in Progress tab. The Edit link is circled.

pd_withdraw_proposal

3. Click **Edit** on the row for the Proposal Withdrawal that you want to submit (Figure 2). The **Proposal Withdrawal** screen displays (Figure 3) with the PI's Proposal Withdrawal.

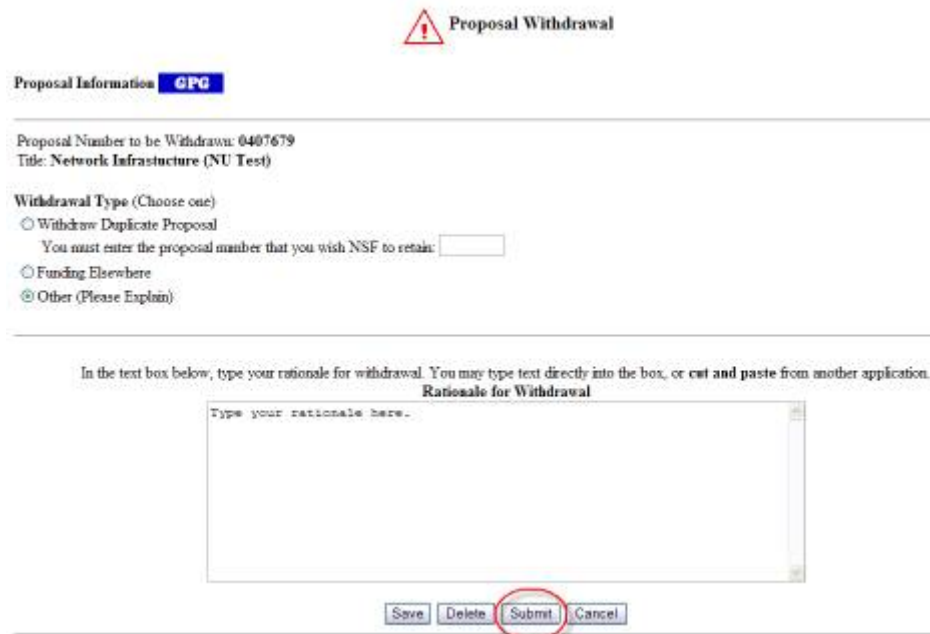


Figure 3 Proposal Withdrawal screen. The Submit button is circled.

4. You may edit the Proposal Withdrawal. For instructions, see [Initiate a Proposal Withdrawal](#), Step 5 through Step 7.
5. To submit the Proposal Withdrawal, click the **Submit** button (Figure 3). A screen displays (Figure 4) with a message for you to confirm that you want to submit the Proposal Withdrawal.



Figure 4 Screen with a message for you to confirm that you want to submit the Proposal Withdrawal to NSF. The OK button is circled.

6. Click the **OK** button (Figure 4). The **Proposal Withdrawal Successful** screen displays (Figure 5).

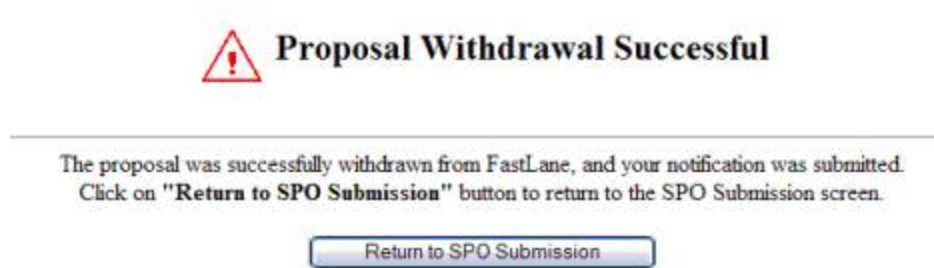


Figure 5 Proposal Withdrawal Successful screen.

7. Click the **Return to SPO Submission** button (Figure 5). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Withdrawals in Progress** tab.

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